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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Director of Training  
THRU : Chief, Operations School  
FROM : Chief, Headquarters Training

DATE: 7 February 1962

SUBJECT: Weekly Activities Report No. 5  
1 February - 7 February 1962

## I. SIGNIFICANT ITEMS

Nothing to Report.

## II. OTHER ITEMS

Clandestine Services Review: Forty students are attending the Clandestine Services Review course which began 5 February. Thirty-six are from the Clandestine Services; twenty-seven are recent returnees. The EE Division has eleven students; SR has seven; NE has five; TSD has four; and FE has three. RID, OTR and CI Staff have two each. One student each is from DPD, O/DDS, AF, and the CA Staff. In terms of grade, twelve students are GS-12, ten are GS-13, eight are GS-14 and two are GS-15; four are GS-11, two are GS-10 and two are GS-9.

The course is off to a good start. The class is responsive and a fairly mature one. Late Monday afternoon, [REDACTED] cancelled his talk scheduled Tuesday morning because of [REDACTED] funeral. Arthur Lundahl of NPIC whose lecture is always good was extended one-half hour and the coverage of Economic and Geographic Intelligence was also extended one-half hour to pick up Mr. [REDACTED] time.

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Information Reports Familiarization: Four students are enrolled in the Information Reports Familiarization course scheduled for the afternoons of 5-16 February. For the most part, instruction which is being given in room 204, [REDACTED] consists of directed practice in the preparation of basic CS reports of the pouch and cable kinds. Three of the students are from the NE Division and one is from

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25X1A8a [REDACTED] All but one are destined for field assignments, the duties of which will involve working with information reports. The fourth is already at work as a headquarters reports officer.

25X1A Clandestine-Services [REDACTED]: The schedule for the  
25X1A Clandestine Services [REDACTED] course is nearly complete. Six students are registered and a seventh student will attend the third week to make up absences in the final week of the last course. Registration for the course appears to have slowed down because of possible conflict with the move to the new building. Three guest speakers have accepted invitations to speak, subject of course to last minute cancellation because of the move. Other guest speakers have accepted without reservation. Because of continued uncertainty when a move in fact will take place we are proceeding on a "business as usual" basis until we see the moving vans in back of the alphabet buildings.

25X1A9a Counterintelligence Familiarization: Counterintelligence Familiarization course No. 30 is moving along satisfactorily. Mr. [REDACTED] 25X1A9a is particularly pleased with the enthusiasm of the class. The seventeen students represent nine areas of the Clandestine Services with RID providing four students. Grades range from GS-15 (three) to GS-4 (four). Mr. [REDACTED] replacement for Mr. [REDACTED] is attending as student. All lectures are being taped. 25X1A9a

25X1A14a

[REDACTED]

Covert Action Operations: The next Covert Action Operations course is scheduled for 26 March through 13 April. As in all courses during the uncertain period of the move of the Clandestine Services, we are proceeding on the assumption that the course will be given as scheduled.

Records Officers Course: The Records Officers course is set to resume 13 February. The OTR notice has been distributed. Mr. [REDACTED] 25X1A9a

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informs me that he is sending a follow-up notice from his office. Mr. [REDACTED] will be the course manager through the next class after which Mr. [REDACTED] will take over. Mr. [REDACTED]'s departure for his new assignment is 16 February. 25X1A9a

III. ADMINISTRATION

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Effective 12 February, [REDACTED] is designated Acting Chief, Headquarters Training. I will be available, however, until the Clandestine Services Review Course is completed on 16 February.

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[REDACTED] took sick leave 31 January, 1 and 2 February.  
[REDACTED] took sick leave 31 January (4 hours), 1 and 2 February.  
[REDACTED] took annual leave 1 and 2 February.  
[REDACTED] took annual leave 2, 5 and 6 February.  
[REDACTED] took sick leave 31 January, 1 and 2 February.

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